

**JOB VACANCY FOR THE POST OF**  
**TRANSLATOR-CUM-CLERK**

Applications are invited from suitable candidates for filling up one post of translator-cum-clerk in the Embassy of India, Moscow.

**Salary:** 1700 USD per month

**Working schedule:** Monday to Friday, 0900 hrs to 1730 hrs, occasional work on weekends.

This job is **contract-based**.

**Educational qualification:** University Graduate

**Professional qualification:** Translation Studies / Linguistics in English

**Experience required:** Minimum experience of 03 years in English-Russian translation/ interpretation in Shipyards, Military Industrial complex, design bureau etc preferred.

**Nationality and security clearance:** Russian nationals / foreign nationals with valid work permit, security clearance from the police department is required.

**Job description:** Translations of military and diplomatic texts from English to Russian and vice versa, verbal interpretation, secretarial support, communicating with military and commercial companies in the Russian Federation, minor accounting.

Interested candidates may send in their resumes (in English) latest by **17 Jul 24** to Naval wing, Embassy of India, 6-8 Vorontsovo Polye, Moscow, Russia – 105064 or by e-mail to [nat-moscow@navy.gov.in](mailto:nat-moscow@navy.gov.in)

Shortlisted candidates will be telephonically called for written test and interview at the Embassy of India, Moscow. For clarifications, contact Mr Rohit Sharma, between 1000 hrs – 1730 hrs on all working days (Telephone no. +74992743703, Mobile +79167298237).